



TOWN OF EAST WINDSOR ENGINEERING & PUBLIC WORKS

Mailing Address: 11 Rye Street, Broad Brook, CT 06016

Physical Address: 6 Woolam Road, East Windsor, CT 06088

Leonard J. Norton, P.E. - Director of Public Works/Town Engineer- Phone (860) 292-7073, Fax (860) 292-7072

RFP Documents – Preferred Contractor List

East Windsor, CT –March 16,2015

East Windsor Request for Proposal

The purpose of this RFP is to obtain proposals for a Preferred Contractor List to be utilized for the maintenance of Town buildings. Projects may include preventative maintenance, normal trouble shooting and repairs and other needs from time to time. Proposals will be submitted to the Director of Public Works/Town Engineer, 11 Rye Street, Broad Brook, CT 06016, by 11:00am Friday April 17, 2015.

INFORMATION FOR BIDDERS

Tax Exemption – Purchase of materials are exempt from Connecticut sales tax.

Proposal – Each proposer shall fill in all blank spaces of the PROPOSAL FORM in ink with no changes made to the form. Each bid must be in a sealed envelope addressed to the Director of Public Works/Town Engineer, 11 Rye Street, Broad Brook, CT 06016.

Right to Reject Proposals – The town reserves the right to reject any or all proposals if it is the Town's best interest to do so. Proposals submitted or received after the scheduled closing time for receipt of bids will be rejected.

Acceptance of Proposals – Acceptance of proposal will be by notice of the Town Engineer.

Performance Bond – Not required

RFP FORM – CONTRACTOR SERVICES

Proposers Full Name: _____

Contractor Service: ☐ Electrician ☐ Plumber ☐ HVAC ☐ Carpenter ☐ Painter

Year One: Hourly Rate – Straight Time \$_____ from _____ a.m. to _____ p.m.
 Hourly Rate – Over Time \$_____ after _____ p.m. & weekends
 Parts/Materials Mark Up _____%

Year Two: Hourly Rate – Straight Time \$_____ from _____ a.m. to _____ p.m.
 Hourly Rate – Over Time \$_____ after _____ p.m. & weekends
 Parts/Materials Mark Up _____%

Year Three: Hourly Rate – Straight Time \$_____ from _____ a.m. to _____ p.m.
 Hourly Rate – Over Time \$_____ after _____ p.m. & weekends
 Parts/Materials Mark Up _____%

The undersigned certifies that he has not colluded with any individual or firm that has a competitive interest in responding to this RFP.

Name of Firm: _____

Mailing Address: _____

Phone Number: _____

Signature of Proposer: _____ Title: _____

Name and Title (typewritten): _____

Insurance – The Contractor shall have the required insurance which shall be maintained in force until all work performed on this project is completed. All policies shall hold harmless the Town of East Windsor and the Town and its agents shall be named additional insured. Each insurance certificate shall contain a statement by the insurance carrier not to cancel the policy except upon thirty – (30) days notice to the Town.

Schedule of Insurance:

Manufacturer's and Contractor's Liability:

Personal Injury Liability	\$1,000,000 Per Person
	\$1,000,000 per occurrence
Property Damage	\$1,000,000 per occurrence

Automotive Liability:

Personal Injury	\$1,000,000 per person
	\$1,000,000 per occurrence
Property Damage Liability	\$1,000,000 per occurrence

Town's Protective Liability:

Personal Injury Liability	\$1,000,000 per person
	\$1,000,000 per occurrence
Property Damage Liability	\$1,000,000 per occurrence

The Contractor shall also carry Worker's Compensation Insurance as required by the State of Connecticut and any other applicable laws and regulations for all employees engaged in work under the Contract.

Service and Labor – It is the intent of the Town to utilize the Preferred Contractor List to provide repair/maintenance to Town buildings. Contractors may be utilized to respond to various issues on an as needed basis. The contract prices shall be based on time and material with a percentage mark-up on materials.

Routine calls shall be responded to within 72 hours after the request is initiated. Emergency service shall be provided within one hour of request, regardless of when the request is made. The Town will not pay travel time. Failure to respond within the specified time limits may result in the contractor being removed from the Preferred Contractor List.

LEGAL NOTICE

TOWN OF EAST WINDSOR, CONNECTICUT

REQUEST FOR PROPOSALS

Preferred Contractor List

March 16, 2015

The Town of East Windsor will receive proposals for a Preferred Contractor List with respect to the Electrical, Plumbing, HVAC, Carpentry and Painting trades until 11:00am Friday April 17, 2015. At that time proposals will be opened in public and read aloud.

The documents comprising the Request for Proposals may be obtained at the First Selectman's Office, East Windsor Town Hall, 11 Rye Street, Broad Brook, CT 06016.

The Town of East Windsor reserves the right to amend or terminate this Request for Proposals, accept all or any part of a proposal, reject all proposals, waive any informalities or non-material deficiencies in a proposal, and award the proposal to the proposer that, in the Town's judgement, will be in the Town's best interest.